



TOWN OF ISLIP DEPARTMENT OF PLANNING AND DEVELOPMENT
Building Division

Permits.....224-5466, 69
Records/Inspections.....224-5470
Plans Examiners.....224-5467, 68

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Phil Nolan, Supervisor

REVISION to Issued Residential Building Permits

All **REVISIONS** to issued building permits should be submitted in the following manner to the Building Division, Permits Department:

1. Application - completely filled out, signed and notarized.
2. Three (3) signed sealed sets of constructions documents that reflect all of the notes from the originally approved set of construction documents, received with the issued Building Permit. They must show the entire residence, all dimensions, room uses and requirements of submission to show compliance with the *Codes of New York State, 2007*. It must include signed sealed FAR calculation and a RES Check.
3. Three (3) copies of an accurate, legible survey depicting the work to be done with all grades and setbacks shown.
4. One (1) legible photocopy of issued building permit placard
5. Revision permit shall expire one (1) year after date of issuance of original permit.
6. Fee

The process for a **REVISION** is the same as the process for a building permit. It requires plans examiner review and approval, zoning review and approval and will incorporate a review of the application to show conformance with the *Codes of the Town of Islip* and compliance with the *Codes of New York State, 2007*.

The Building Inspector will verify that submitted information is correct. Any false information will result in a **STOP WORK ORDER** and permit re-issuance will be at three times the fee.